

Shelby County Government

POSITION DESCRIPTION

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| POSITION TITLE: | Administrative Assistant | DEPARTMENT: | EMS Department |
| CLASSIFICATION: | Administrative | SUBMITTED BY: | Human Resources |
| SALARY RANGE: | \$10.00 to \$12.00/hour | APPROVED BY: | County Judge Executive |

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Chief of Operations

POSITIONS SUPERVISED: N/A

POSITION PURPOSE

Provide routine level administrative support by conducting research, preparing reports, handling information requests and performing clerical/administrative duties as required of the department or agency.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Coordinates and directs officer services, such as records and budget preparation, personnel, and housekeeping to aid department heads.
2. Prepares records and reports, such as recommendations for solutions of administrative problems and annual reports.
3. Files and retrieves corporation documents, records and reports.
4. Analyzes operating practices and procedures to create new or to revise existing methods.
5. Interprets administrative and operation policies and procedures for employees.
6. Studies management methods to improve work flow, simplify reporting procedures or implement cost reductions.
7. Plans conferences and training sessions.
8. Reads and answers correspondence

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Associates Degree in office management, administrative support services or other closely related degree.

EXPERIENCE REQUIRED:

- Administrative Work Experience may substitute for college education requirement
- 2 to 4 years related administrative assistant experience or knowledge
- Microsoft Word, Excel, Power Point and Database Software experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Administrative and Clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
2. Knowledge of Business and Management Principles.
3. Knowledge of Electronic Equipment, Computer Hardware and Software, including applications and programming.
4. Understanding written sentences and paragraphs in work related documents.
5. Communicating effectively in writing as appropriate for the needs of the audience.
6. Adjusting actions to convey information effectively.
7. Managing one's own time and the time of others.
8. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
9. Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do job responsibilities.
10. Performing day-to-day administrative tasks such as maintaining information files and processing of paperwork.
11. Providing information to the Department Head, co-workers and subordinates by telephone, in written form, email or in person.
12. Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
13. Getting members of a group to work together to accomplish tasks.
14. Regular use of confidential information.
15. Ability to deal with frequent interruptions throughout the day.
16. Any other duties as requested.

CONDITONS OF EMPLOYMENT: Background Check
Payroll Direct Deposit
Non-Hazardous Duty

WORKING CONDITIONS PHYSICAL EFFORT:

- Work is typically performed indoors sitting at a desk with intermittent sitting, standing and stooping.
- Lifting up to 25 pounds is requirement of the position.

OVERTIME REQUIREMENTS: Non-Exempt

AVAILABILITY: Regular Shift may be contacted on emergency basis.

INTENT AND FUNCTIONS OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral task, only incidentally related to each position, have been excluded. Requirements, skills, and abilities however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.